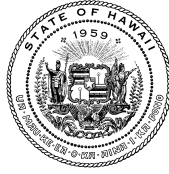


DAVID Y. IGE
GOVERNOR



CURT T. OTAGURO
COMPTROLLER
AUDREY HIDANO
DEPUTY COMPTROLLER

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

September 2, 2020

COMPTROLLER'S MEMORANDUM NO. 2020-18

TO: Department Heads

FROM: Curt T. Otaguro, Comptroller

Ryker Wada, Director

Department of Human Resources Development

SUBJECT: Updated Travel Policy Relating to COVID-19 For State Employees
Returning From Out-Of-State Travel

Comptroller's Memorandum No. 2020-18 supersedes Comptroller's Memorandum No. 2020-16 issued on July 28, 2020. This memorandum provides guidance for State employees returning from out-of-state travel during the emergency period set by Governor David Ige due to the COVID-19 crisis.

State employees who travel out of state **for personal reasons** will be subject to the travel self-quarantine in the Governor's Twelfth Proclamation Related to the COVID-19 Emergency (August 20, 2020), and any subsequent Governor's proclamation continuing the travel quarantine. This means that upon return to the State, they must self-quarantine for 14 days.

State employees returning from out-of-state travel for personal reasons and who tele-work may do so with their Director's approval. Employees who are unable to tele-work must take the appropriate leave. However, because State employees are part of the critical infrastructure sector referenced in Exhibit B of the Twelfth Proclamation, pursuant to this Proclamation and any subsequent Governor's proclamation containing the travel quarantine and Exhibit B listing the critical infrastructure sectors, employees who cannot tele-work may break self-quarantine *only* to go to work and perform necessary functions for their work *if* they have obtained their Director's written approval *prior* to travel. **The State employee's director must sign a completed travel quarantine template form (attached) and this form must be carried by the employee while traveling and performing work in the CISA critical infrastructure sector.** State employees must return to their residence directly after work to continue their self-quarantine.

For these reasons, covidexemption@hawaii.gov will NOT provide exemptions to State employees who travel out of state for personal reasons. State employees who have obtained their Director's

written approval prior to their out-of-state travel for personal reasons will have to produce this written approval during the airport arrival screening process.

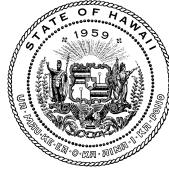
State employees who are approved by their Director and the Comptroller for **work-related** domestic and international travel are also subject to the 14-day self-quarantine requirement, but may break quarantine to go to work and to perform necessary functions for their work. Such State employees should carry their approved State travel documents and a copy of this Comptroller's Memorandum and the attached form containing the department director's signature with them while traveling to show to airport screeners. They should also carry the aforementioned documents with them while traveling between their residence and their workplace to show their limited exemption from the quarantine requirement. State employees must return to their residence directly after work to continue their self-quarantine.

This memorandum does not apply to interisland travel by State employees. Department directors must work with the appropriate counties for exemptions from the interisland travel quarantine for State employees traveling interisland.

Beginning September 1st, travelers to or within Hawaii are required to fill out a safe travels application at <https://travel.hawaii.gov/#/>.

Direct questions to Comptroller's Office at (808) 586-0400 or Department of Human Resources Development at (808) 587-1100.

Attachment



STATE OF HAWAII

APPROVAL FOR STATE EMPLOYEES RETURNING FROM OUT-OF-STATE TRAVEL TO RETURN TO THE WORKPLACE

This confirms that the named individual is a State employee within a CISA critical infrastructure sector set forth in Exhibit B to the Governor's August 20, 2020 Twelfth Proclamation ("Proclamation") and any subsequent Governor's proclamation containing the CISA critical infrastructure sectors in Exhibit B.

Accordingly, the individual below may break self-quarantine and return to the workplace for the purpose of performing critical infrastructure work. They may not break self-quarantine for any other purpose.

Name: _____
Department: _____
Worksite Address: _____
Travel Departure date: _____ **Travel Return date:** _____
Reason for Travel: _____

The individual named above must wear face coverings and adhere to all physical distancing requirements while not in self-quarantine and must follow other safe practices.

The individual must carry a copy of this letter while traveling and while performing work in the CISA critical infrastructure sector.

APPROVED BY: _____
(Signature of Department Director)

Print Name: _____ **Date:** _____
Department Director

THIS LETTER IS NOT AN AUTHORIZATION, EXEMPTION, CONFIRMATION, OR APPROVAL OF ANY KIND UNLESS THE DEPARTMENT DIRECTOR'S APPROVAL SIGNATURE IS CONTAINED ABOVE.

When performing any authorized activities, operations, or business – if any have been authorized – you must also comply with all physical-distancing rules in the Governor's August 20, 2020 Twelfth Proclamation: https://governor.hawaii.gov/wp-content/uploads/2020/08/2008089-ATG_Twelfth-Proclamation-COVID-19-distribution-signed.pdf and any subsequent Governor's proclamation requiring physical-distancing during this COVID-19 crisis period.